

CITY OF SEATTLE DEPARTMENT OF NEIGHBORHOODS

Neighborhood Matching Fund Program

FOR INTERNAL USE ONLY	
Project #:	
Date Received:	

2011 Large Projects Fund Letter of Intent

PROJECT INFORM	ATION							
Project name:								
Project address or locat	ion:							
Briefly describe the pro	ject:							
Project district (check or	ne):				Fo	or a map of t	the districts <u>click he</u>	re.
☐ Ballard ☐ Deli	_		☐ Lake Ur		☐ North	☐ Northv		est
☐ Central ☐ Dov	vntown 🗆 C	Greater Duwam	ish ∟ Magno	lia / Queen Anne	☐ Northeast	☐ Southe	east	
APPLICANT CONT	ACT INFOR	RMATION A	All NMF correspo	ondence will be r	nailed to the cor	ntact perso	n.	
Applicant group:								
Project contact person:								
Mailing address:						Zip	code:	
Day/Work phone:	Day/Work phone: Evening/Home phone:							
Home email address:								
PROJECT FUNDIN	G REQUES	г						
TOTAL request from the	City (up to \$10	0,000): \$		TOTAL value of r	neighborhood ma	atch:	\$	
SUPPLEMENTAL INFORMATION								
For physical improvement	ent or capital pr	ojects, who is t	the property own	ner?				
Does your group have a current NMF project under contract?								
NMF PROJECT MANAGER ASSISTANCE								
Did you work with a NMF Project Manager? ☐ Yes ☐ No								
If yes, provide the name of the NMF Project Manager who assisted you with your application:								
NOTE: Prior to submitting an application, groups are encouraged to work with a project manager. A project manager can help applicants develop a more competitive proposal and will review a draft application before the deadline.								
The signatory declares that s/he is the elected chair or president of the applicant organization, that a majority of members of the organization's governing board has voted to undertake this project, and that any funds received as a result of the application will be used only for purposes set forth herein.								
Name (print):				Signature:				
					bmitting application			
Address/Zip:	, , ,							

CITY OF SEATTLE DEPARTMENT OF NEIGHBORHOODS Neighborhood Matching Fund Program

2011 Large Projects Fund Letter of Intent page 2

DDODOSAL NADDATIVE Add additional magazacine ded					
PROPOSAL NARRATIVE Add additional pages as needed.					
PROPOSED IDEA					
NEED AND PROJECT DESCRIPTION: The purpose of all Neighborhood Matching Fund (NMF) projects is to create stronger, more connected neighborhoods and communities. Explain what you will do , how it will benefit the broader community and why you want to do this project.					

CITY OF SEATTLE DEPARTMENT OF NEIGHBORHOODS Neighborhood Matching Fund Program

2011 Large Projects Fund Letter of Intent page 3

PROPOSED IDEA cont'd		
WORKPLAN : In addition to the project description in the o	ther applications, use this table (c	r another document
formatted in the same way) to list the step-by-step activit carrying out each step or activity. Estimate the month and y	ies of your project. Identify who w	ill be responsible for
	year each step will be completed.	
Step/Activity	Responsible Person/Group	Date Done
Step/Activity Example: Weekly planning meetings	Responsible Person/Group Steering committee members	
		Date Done

Neighborhood Matching Fund Program

2011 Large Projects Fund Letter of Intent page 4

PROPOSAL NARRATIVE cont'd NEIGHBORHOOD INVOLVEMENT/COMMUNITY BUILDING NMF projects build community by intentionally bringing people together. We want to know who is involved in the project, now and during project implementation. Projects should involve as many diverse groups and individuals as possible and should reflect the demographics of your community, including youth, seniors, immigrants and refugees, renters, homeowners, business organizations, GLBT groups, etc. Talk about what you have done so far to build awareness about your project, with whom you have been working, and who else will be involved in your project.

CITY OF SEATTLE DEPARTMENT OF NEIGHBORHOODS Neighborhood Matching Fund Program

2011 Large Projects Fund Letter of Intent page 5

PROPOSAL NARRATIVE cont'd
OUTCOMES
A successful project will have a vision for success and be driven by achievable outcomes. Talk about how , after your
project is completed, your community will be positively changed.
OTHER INFORMATION
Please share any additional information we should know about your project.
Flease share any additional information we should know about your project.

Neighborhood Matching Fund Program

2011 Large Projects Fund Letter of Intent page 6

PROJECT RESOURCES AND READINESS

Widespread and diverse match contributions of cash, volunteer labor, donated professional services and donated materials are indicators of community support. Project readiness means the project has been well-planned and will be successful in raising enough match within the timeframe required. Using this budget worksheet, describe your **budget** and resources for **community match**.

BUDGET

List the project expenses that will be paid with NMF funding.

	, , J
Project Expense Description (staff, professional services, supplies, materials, construction, etc.)	NMF Funding Will Pay For
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Grand Total	\$

COMMUNITY MATCH

List the sources of your match.

Community Match (volunteer labor, in-kind services, donated materials/supplies, cash)		Community Will Provide
Volunteer labor*		\$
	☐ cash ☐ in-kind	\$
Gra	and Total	\$

Physical improvement projects (where something tangible and lasting, such as a playground or public art, is being created) require a 1:1 match (the community match must equal the funding request).

Non-physical projects (such as design, planning, events, etc.) require a ½:1 match (the community match must equal at least half of the funding request).

*Count volunteer labor at \$20/hour. Count in-kind professional services at their customary rates, up to a maximum of \$75/hour.

Neighborhood Matching Fund Program

2011 Large Projects Fund Letter of Intent page 7

LETTER OF INTENT CHECKLIST

- Review NMF guidelines.
- Complete cover page.
- Complete Letter of Intent narrative.
- Complete budget worksheet.

Letter of Intent Information

IF SUBMITTING ELECTRONICALLY, FOLLOW THESE INSTRUCTIONS:

- Must have an active email account opened in order to submit the application electronically.
- Check the "submitted electronically" signature box on the cover page. A hand signature is not required if the application is submitted electronically.
- Save the document before attaching the application to an electronic mail message. (If you do not save your document, a blank form will be submitted.)
- Send application as an attachment to an email message.
 Include as the subject line NMF Submission: Large Project Fund Letter of Intent. A confirmation will be emailed upon receipt of the application.

IF SUBMITTING IN PERSON OR BY MAIL, FOLLOW THESE INSTRUCTIONS:

- Do not exceed 7 pages total for the cover page, proposal narrative, workplan, volunteer pledges and budget sections.
- Print all materials on one side only.
- Do not bind or enclose application materials in folders.

BRING your application to:

Department of Neighborhoods 700 5th Avenue, 17th Floor

Seattle, WA 98104

Or

Neighborhood Service Centers

MAIL your application to:

PO Box 94649

o: Seattle, WA 98124-4649

Deadlines

Letters of Intent for Large Projects Fund must be received by **5pm, Monday, February 14, 2011**. Late LOIs will not be accepted.

Applicants eligible to submit a Large Projects Fund proposal will be contacted by NMF staff, at which time application materials will be distributed. The application deadline is on **Monday, April 11, 2011**.

Ouestions?

For more information about the Neighborhood Matching Fund program, please contact us or visit our website.

PHONE: (206) 233-0093

EMAIL: NMFund@seattle.gov

WEBSITE: http://seattle.gov/neighborhoods/nmf/

PUBLIC DISCLOSURE/DISCLAIMER STATEMENT Consistent with the Public Records Act, Chapter 42.56 RCW, all records within the possession of the City may be subject to a public disclosure request and may be distributed or copied. Records include and are not limited to sign-in sheets, contracts, emails, notes, correspondence, etc. Use of lists of individuals or directory information (including address, phone or email) may not be used for commercial purposes.